POSITION DESCRIPTION

Position Title: Senior Manager (HDR Development)

Organisation Unit: UQ Graduate School

Position Number: New

Type of Employment: Continuing

Classification: HEW Level 9

THE UNIVERSITY OF QUEENSLAND

The University of Queensland (UQ) contributes positively to society by engaging in the creation, preservation, transfer and application of knowledge. UQ helps shape the future by bringing together and developing leaders in their fields to inspire the next generation and to advance ideas that benefit the world. UQ strives for the personal and professional success of its students, staff and alumni. For more than a century, we have educated and worked with outstanding people to deliver knowledge leadership for a better world.

UQ ranks in the world's top universities, as measured by several key independent ranking, including the Performance Ranking of Scientific Papers for World Universities (43), the US News Best Global Universities Rankings (52), QS World University Rankings (47), Academic Ranking of World Universities (55), and the Times Higher Education World University Rankings (60). UQ again topped the nation in the prestigious Nature Index and our Life Sciences subject field ranking in the Academic Ranking of World Universities was the highest in Australia at 20.

UQ has an outstanding reputation for the quality of its teachers, its educational programs and employment outcomes for its students. Our students remain at the heart of what we do. The UQ experience – the UQ Advantage – is distinguished by a research enriched curriculum, international collaborations, industry engagement and opportunities that nurture and develop future leaders. UQ has a strong focus on teaching excellence, winning more national teaching excellence awards than any other in the country and attracting the majority of Queensland's highest academic achievers, as well as top interstate and overseas students.

UQ is one of Australia's Group of Eight, a charter member of edX and a founding member of Universitas 21, an international consortium of leading research-intensive universities.

Our 50,000-plus strong student community includes more than 13,000 postgraduate scholars and more than 12,000 international students from 144 countries, adding to its proud 240,000-plus alumni. The University has about 7,000 academic and professional staff and a $1.8 billion annual operating budget. Its major campuses are at St Lucia, Gatton and Herston, in addition to teaching and research sites around Queensland and Brisbane city. The University has six Faculties and four University-level Institutes. The Institutes, funded by government and industry grants, philanthropy and commercialisation activities, have built scale and focus in research areas in neuroscience, biomolecular and biomedical sciences, sustainable minerals, bioengineering and nanotechnology, as well as social science research.
UQ has an outstanding track-record in commercialisation of our innovation with major technologies employed across the globe and integral to gross product sales of $11billion+ (see http://uniques.com.au/our-track-record).

UQ has a rapidly growing record of attracting philanthropic support for its activities and this will be a strategic focus going forward.

Organisational Environment

The University of Queensland has supported over 15,000 students in their academic pursuit to attain a higher degree by research (HDR). With over 2000 research experts and a reputation world-wide as an elite research institution, UQ provides research candidates with every advantage.

More than 4400 students are currently undertaking a higher degree by research at UQ under the support and guidance of the UQ Graduate School. The Graduate School has academic responsibility for managing admissions, providing research scholarships, supporting students during their candidature, and facilitating the examination of theses. The Graduate School coordinates year-round skills training, supports infrastructure and research facilities, and provides opportunities to accelerate career development for HDR candidates.

Information about the UQ Graduate School may be accessed at https://graduate-school.uq.edu.au/

Information for Prospective Staff

Information about life at UQ including staff benefits, relocation and UQ campuses is available at - http://www.uq.edu.au/current-staff/working-at-ug

DUTY STATEMENT

Primary Purpose of Position

The Senior Manager (HDR Development) provides leadership for HDR engagement and development at UQ. This role is also responsible to foster candidate engagement and is the principal contact for the provision of HDR candidate service and support across UQ, ensuring high quality and consistent support is provided. This role also supports industry and international engagement for HDR candidates across UQ, including building placement and mobility opportunities to enhance HDR development and employability strategies.

Duties

Duties and responsibilities include, but are not limited to:

- Provide leadership and overall management of candidate development teams to deliver high quality and consistent service to support HDR candidates, Advisors and PGCs.

- Establish, maintain and drive a culture of exceptional service provision for HDR candidates at UQ.
• Provide leadership and direction to Managers and Team Leaders across the HDR engagement and development function to ensure high quality and consistent services and reporting are delivered and to promote innovation in business process optimisation.

• Provide high level advice and initiate strategies to build and optimise the development and employability of research candidates across the University.

• Provide operational oversight of HDR engagement and development budgets, such as SSAF, HDR philanthropic scholarships and the 3MT budget, providing advice to the Director to achieve strategic aims.

• Identify opportunities with industry and international partners to enhance research training at UQ and implement processes to support these.

• Establish and maintain highly effective working partnerships with a network of stakeholders across the University.

• Represent the Graduate School on UQ Committees within the scope of the role.

• As a member of the Graduate School Management Group, contribute to the strategic direction of research training across UQ, providing advice and recommendations relating to the development and engagement of HDR candidates, identifying emerging risks and opportunities.

• Comply with the University’s Code of Conduct.

• Requirements of the Queensland occupational health and safety (OH&S) legislation and related OH&S responsibilities and procedures developed by the University or Institute/School.

• The adoption sustainable practices in all work activities and compliance with associated legislation and related University sustainability responsibilities and procedures.

• The adoption of requirements of the Education Services for Overseas Students Act 2000, the National Code 2007 and associated legislation, and related responsibilities and procedures developed by the University.

• An employee may be required to carry out other duties within the scope of the classification and within the limits of their competence and training.

**Organisational Relationships**

The position reports to the Director, UQ Graduate School and directly supervisors the Engagement and Development Team Manager, and the HDR Liaison Team Leaders.
SELECTION CRITERIA

Essential

- A postgraduate degree with extensive relevant experience and/or extensive relevant experience in a senior management role in a tertiary institution.
- Ability to establish a strong service culture.
- Demonstrated experience in driving service improvement and managing change.
- High level interpersonal skills and the capacity to influence and build collaborative relationships with stakeholders.
- Substantial management experience, including team development, successful management of multi-disciplinary teams and the ability to motivate teams to meet goals.
- Demonstrated ability to set goals, develop priorities and demonstrated high-level project management and communication skills.

Desirable

- Extensive understanding of research training and development.
- A higher degree by research qualification.
- Knowledge of UQ's HDR policies and procedures.

The University of Queensland is committed to equity, diversity and inclusion.

Applications are particularly encouraged from Aboriginal and Torres Strait Islander peoples. For further information please contact our Australian Indigenous Employment Coordinator at: atsi_recruitment@uq.edu.au

Applications are also encouraged from women.
This role is a full-time position; however flexible working arrangements may be negotiated.